

Web Site Committee Minutes July 12, 2006

Attendance: Joe Bonapace (Chair), Thomas Dill, Grant Fletcher

Invited Guests: Howard Fortner, Jill Myers, Mark Andrews

Others Attending: **Peter DeMers (Finance Committee), John Morawski (Chair of the Planning Board), Carol Masiello (past member of the Website Committee)**

Chairman called the meeting to order at 7:00 PM

Joe Bonapace started the meeting by recognizing Mr. Howard Fortner and Jill Myers who had come to discuss questions that have been brought up regarding specific content posted on the town website.

Questions from Mr. Howard Fortner

Mr Fortner questioned the accuracy of information on the web site due to inconsistencies in documents:

Joe Bonapace responded to this stating that information that is posted to the web site comes directly from official town sources.

Howard mentioned that he uses dial-up to access the site and commented that it is time-consuming to download the PDF. He suggested a “disclaimer” for the speed of dialup and he thanked Joe and Grant Fletcher for their help in troubleshooting his issues with the download.

Howard brought the work of the “Bylaw Review Committee” to the attention of the web site committee. Grant stated that if the posting is approved that a PDF copy of the document could be posted to the site. Joe agreed to contact Jim Dwyer and discuss the plans for when and how this document might be posted to the web site.

Howard stated that he is in agreement with what the web site committee has produced and has “no concerns with what we’ve done” at this time, however gave the following examples of potential issues:

Selectmen’s Meeting Agenda for Monday, July 10th that did not get posted
Calendar data that only includes the Selectmen’s meetings and no other meetings
Level of information provided for each committee varies and should include consistent information.

Grant stated that the agenda did not get posted due to an email glitch.

Joe stated that the calendar update function and the administrative rights on the calendar have been provided to the Town Manager’s Office and that Jenn Cederberg is the point person responsible for calendar updates.

The committee agreed that we should establish a list of the “key committees” Joe agreed to contact the chairs of the following key committees to obtain minutes, agendas, member lists, and a contact for ongoing web site updates:

Board of Health	Planning Board
Board of Selectmen	School Building Committee
Bylaw Review Committee	School Committee
Conservation Committee	Zoning Board of Appeals
Finance Committee	

The feedback from these committees determines the amount and accuracy of the content on the site consistently.

Howard expressed his opinion that the web site might be considered “discriminatory” Joe provided statistics stating that the site receives moderate traffic as follows according to the statistics we collect:

Approximately 100 hits per day
Approximately 3000 hits per month

Thomas Dill stated that he is new to Uxbridge and one of the first things he did was access the web site to gather general information on the town. Others in attendance stated that they felt the web site was critical to provide information to people who, due to their job responsibilities, cannot visit the town hall regularly.

Howard expressed his opinion that the work to update the site might be too much for the volunteers. Grant stated the current work required to keep the site updated is minimal on a day-to-day basis and that the volunteers are capable of the task.

In closing, Mr. Fortner suggested that the committee set annual goals to manage the work. The committee thanked him for his comments and his efforts to help them create a better web site.

The question was raised about whether the Board of Selectman has an official policy for web content. Grant stated that he thought that had been set as an objective of the Selectmen, but that no action had been taken at this time.

Grant stated that for us to reach high levels of consistent web content that it would be necessary to either hire an IT professional or groom a town employee to become a “Power User.”

Question and Answer with Town Manager

Jill Myers asked about whether it was possible to add a video feed to the web site for meetings. Grant stated that discussions regarding that were currently underway with Barry Giles, PEG Access Coordinator.

Jill Myers asked about whether there was a possibility to change Internet Service Provider, since she had been approached by interested parties.

The committee informed her that the ISP Fat Cow had just been renewed for another year.

Jill Myers also asked if the addition of fibre optic cable into the town hall would have any affect on the web site. Joe stated that, other than speeding up access within Town Hall, there would be no other impact.

Jill Myers asked if emails regarding content updates should be sent to all three of us. The committee agreed that this would be a best practice for a variety of reasons and adopted the following procedure:

1. Person requesting the update sends email to web.com@uxbridge-ma.gov. Joe will configure that address to forward to the 3 committee members.
2. Someone on the committee picks up the item to make the updates and notifies the entire committee via email that they are working on the update.
3. When the update is complete the person who made the updates sends a reply confirmation to the requestor and includes all the committee members to state that the web site has been updated.

NOTE: Requestor should not consider the web site to be updated until they receive the confirmation email.

Jill asked if we could add a survey to the site. Grant stated that it had been done in the past and said that he could work with Mark Andrews to create a survey on the site. Jill should send Grant the list of questions.

Jill asked if Fat Cow was creating offsite backups of our email. The committee responded that Fat Cow did not perform that service. But, when emails are downloaded from FatCow using Exchange they are stored on the Town's Exchange server and could be backed up and stored offsite from there.

Grant asked Jill Myers if Jenn Cederberg would be getting Adobe Acrobat so that she could perform the conversions to PDF format prior to submitting documents to the committee. Jill stated that it was on her list of things to do.

Finance Committee Site Update Proposal

The chairman recognized Mark Andrews and the committee discussed his ideas for changes to the Finance Committee section of the site. Mark is the contact for that area.

Grant Fletcher reminded Mark and Mark agreed that only content officially approved by the Finance Committee or the Finance Committee Chair should be forwarded for inclusion on the site.

The question was raised about who is the source of information for the web site. The committee responded that the Town Manager's Office is the single point of contact for information that will be posted to the site with the exception of items that come from town committees, such as meeting minutes and agendas.

Miscellaneous

Motion made and seconded to accept the minutes of the June meeting. Motion Joe Bonapace, second Grant Fletcher. Passed 2 yea -0 nay -1 abstained.

The committee chair welcomed Thomas Dill who was just appointed to the committee. The committee discussed some future plans for updates, including the Joomla Content Management System and the possibility of using Elastic Design to solve problems with sizing that occurs at different screen resolutions.

The committee elected Thomas Dill as the Secretary.

Meeting adjourned at 9:00. Motion Joe, second Grant. Passed 3-0.

Respectfully Submitted,
Thomas Dill
Web Site Committee Secretary